Submitting Your Menu Certification to OPI

Where can you find the certification tools?

You can find certification tools on the USDA web site:

http://www.fns.usda.gov/cnd/Governance/Legislation/certificationofcompliance.htm

What materials do I need to fill out the certification tool?

- Calorie and saturated fat information for all meal entrées .

  CN labels

  Nutrient information

- Calories and saturated fat for all items prepared from scratch.

  Standardized recipes

  If you need nutrient info for your recipes, try the USDA Supertracker:

  https://www.choosemyplate.gov/SuperTracker/foodtracker.aspx

- Number of planned servings for the week for all menu items.

Materials to submit to OPI—LUNCH

- One week of lunch menus with the date served <u>AND</u>

- One week of lunch menus entered into the certification tool for each age group.

  Examples:

  ◊ If you have three K-5 schools that all serve the same menu you will only submit one tool for the K-5 age group.

Materials to submit to OPI—BREAKAST

Food Based Menu Planning:

- One week of breakfast menus with the date served <u>AND</u>

- One week of menus entered into the certification tool for K-12 breakfast.

  Example:

  ◊ You have three schools Elementary, Middle, and High School. They all serve the same breakfast. You will submit one certification tool worksheet for breakfast.

- No nutrient assessment required.

Nutrient Standard Menu Planning:

- Send in a nutrient analysis of breakfast.

Addition Material to Submit for Certification

- All districts must submit ONE attestation statement.   You can find the attestation statement on the USDA website with the menu certification tools. The statement must be signed by the Authorized Representative.

Send your menu certification materials into OPI School Nutrition Programs

1. Address e-mail to OPISchoolMenus@mt.gov .
2. Attach all completed certification tools, menus (with dates served), and one attestation statement.

   Note: You may submit the signed Attestation Statement and menus with dates served by e-mail, fax, or mail.

1. Include your school name in the subject of the e-mail.
2. Include your contact information in the body of the e-mail.
3. You will receive a response e-mail once your e-mail is submitted to this address.

Email
OPISchoolMenus@mt.gov
Fax
(406) 444-2955
Mail
Office of Public Instruction
Attn: School Nutrition Programs
PO Box 202501
Helena, MT 59620

Menu Certification Resources

CN Labels/Nutrient Information Label

Use CN labels to determine food component crediting.

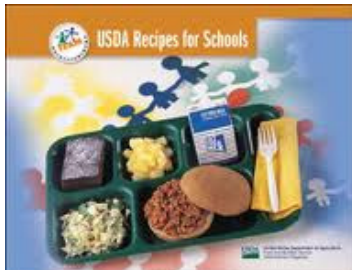Use Nutrient Information Labels to determine saturated fat, sodium, and calories for an item.

USDA Food Buying Guide

Use the Food Buying Guide to help you purchase food and determine how many servings are in a purchased unit.

You can find the guide here:
http://teamnutrition.usda.gov/resources/foodbuyingguide.html

USDA Recipes

USDA Recipes are standardized and include a nutrient analysis. You can use these recipes in your program.

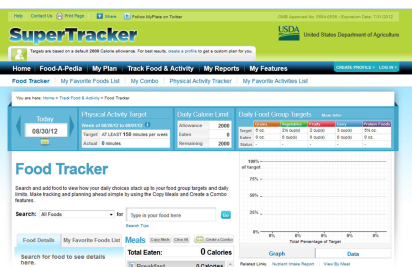You can find the recipes here: http://www.fns.usda.gov/tn/Resources/usda_recipes.html

Kansas Recipes

Six weeks of menus, recipes, and purchasing guides that meet the new meal pattern.

You can find the Kansas Menus here:
http://www.kn-eat.org/SNP/SNP_Menus/SNP_Resources_Healthier_Kansas_Menus.htm

USDA SuperTracker

Use the USDA SuperTracker to determine saturated fat, calories, and sodium content.

http://www.choosemyplate.gov/supertracker-tools/supertracker.html